

## SAMPLE NOTIFICATION FORM

Dear \_\_\_\_\_:

Your application for free and reduced price meals for your child(ren) has been:

\_\_\_ Approved for free meals.

\_\_\_ Approved for free meals based on Direct Certification.

\_\_\_ Approved for reduced price meals:  
\_\_\_ for lunch \_\_\_ for breakfast \_\_\_ for snacks.

\_\_\_ Denied for the following reason(s):

( ) Income over the allowable amount.

( ) Incomplete application.

( ) Other: \_\_\_\_\_.

If you do not agree with the decision, you may discuss it with the school. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in family size, fill out an application at that time.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, age, or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely,

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)